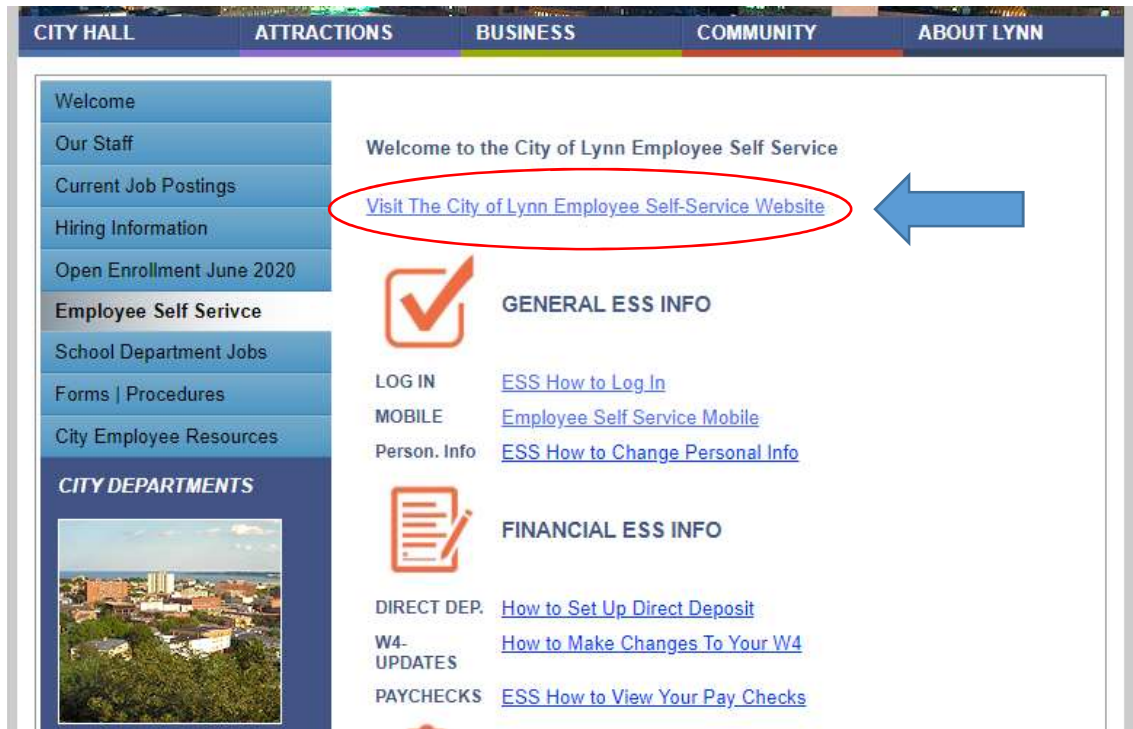


City of Lynn – Employee Self Service

Employee Self Service is a secure web portal that allows employees to access and update some of their personal information through internet access. Employees can view payroll information such as paycheck history, W2 information and W-4 election details.

Employee Self Service can be accessed directly from the [City of Lynn site](#).



The following page will open. Click on Log In and a User Name and Password box will open.

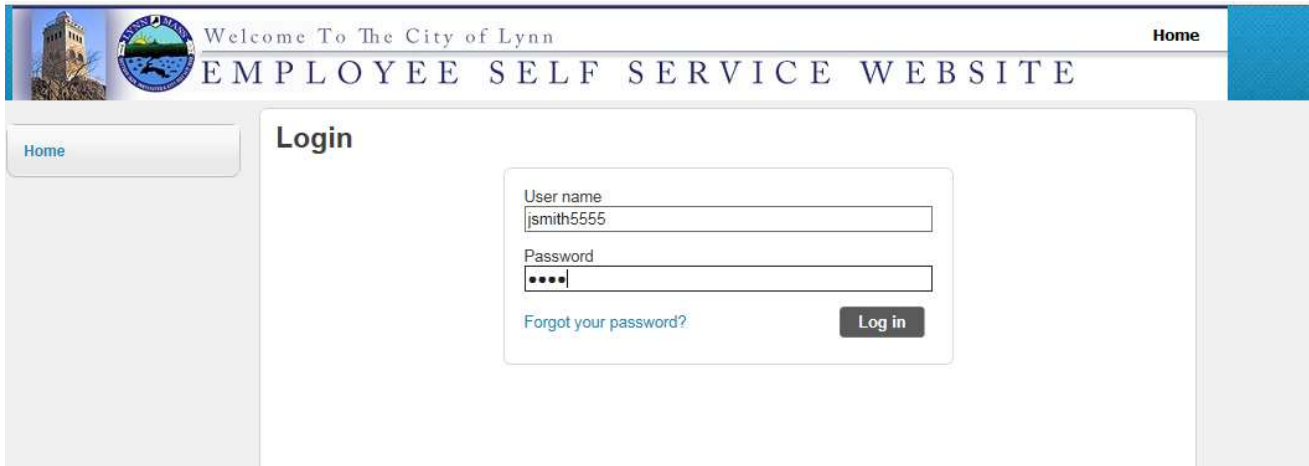
A screenshot of the City of Lynn Employee Self Service login page. The header includes the City of Lynn logo and the text 'EMPLOYEE SELF SERVICE WEBSITE'. A 'Log In' button is circled in red. Below the header, the page title is 'City of Lynn, MA - Self Service'. The main content area contains a 'User name' field, a 'Password' field, a 'Forgot your password?' link, and a 'Log in' button.

Your User name is your first initial of your first name, your last name and last 4 digits of your Social Security Number.

Example: Jsmith5555

City of Lynn – Employee Self Service

Initially your password will be the last 4 of your Social Security Number. The first time you log on you will be prompted to change your password. Keep this password – there is no expiration on this password so you'll be able to keep it.

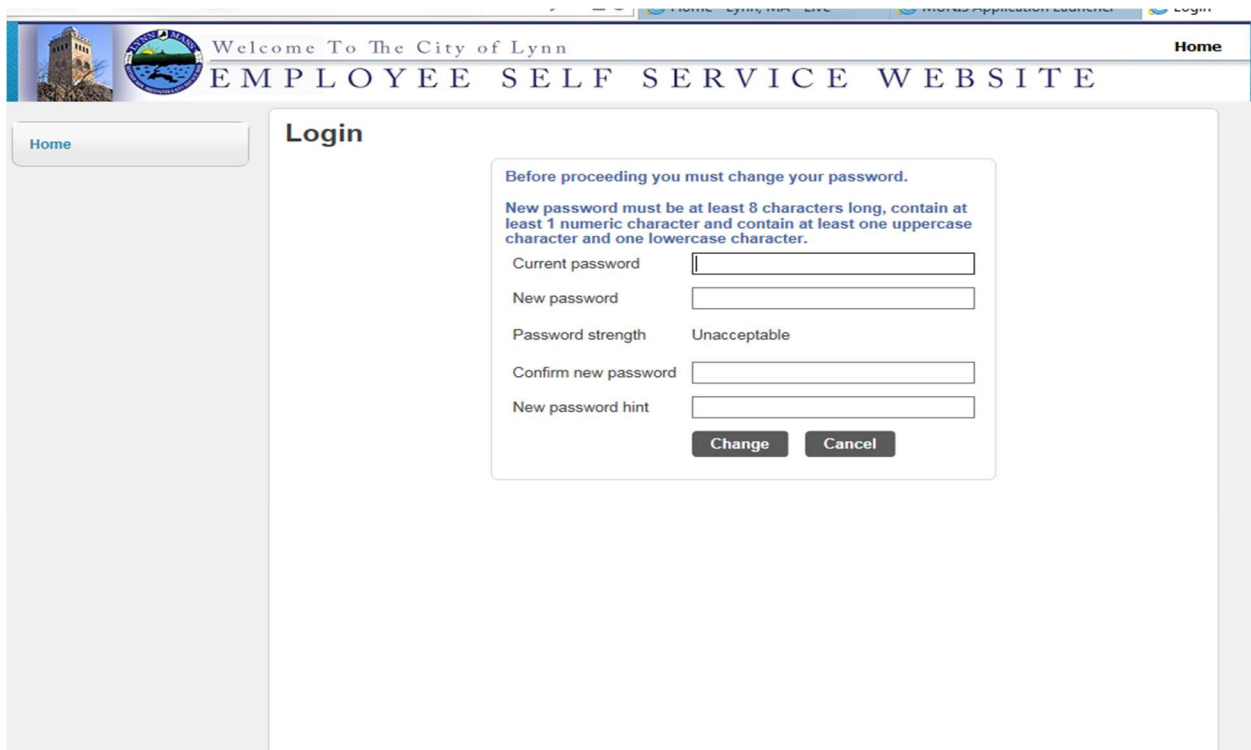


The screenshot shows the 'EMPLOYEE SELF SERVICE WEBSITE' login page. At the top, there is a header with the City of Lynn logo and the text 'Welcome To The City of Lynn'. Below the header, there is a 'Home' button on the left and a 'Login' section on the right. The 'Login' section contains a form with two input fields: 'User name' (containing 'jsmith5555') and 'Password' (containing four dots). Below the password field, there is a link 'Forgot your password?' and a 'Log in' button.

Enter your user name and initial password (last 4 of your SSN) and click on Log in.

You will then be prompted with the below screen to change your password.

Your new password needs to be at least 8 characters long, contain at least 1 number and contain at least one uppercase character and one lowercase character.



The screenshot shows the 'EMPLOYEE SELF SERVICE WEBSITE' password change page. At the top, there is a header with the City of Lynn logo and the text 'Welcome To The City of Lynn'. Below the header, there is a 'Home' button on the left and a 'Login' section on the right. The 'Login' section contains a form with the following fields and instructions:

- Before proceeding you must change your password.
- New password must be at least 8 characters long, contain at least 1 numeric character and contain at least one uppercase character and one lowercase character.
- Current password: [input field]
- New password: [input field]
- Password strength: Unacceptable
- Confirm new password: [input field]
- New password hint: [input field]
- Buttons: Change, Cancel

City of Lynn – Employee Self Service

Welcome To The City of Lynn

EMPLOYEE SELF SERVICE WEBSITE

Home

Home

Login

Before proceeding you must change your password.

New password must be at least 8 characters long, contain at least 1 numeric character and contain at least one uppercase character and one lowercase character.

Current password

New password

Password strength **Acceptable**

Confirm new password

New password hint x

Change Cancel

Note that a password hint is required to be filled out in case you forget your password it will be emailed to you.

Welcome To The City of Lynn

EMPLOYEE SELF SERVICE WEBSITE

Home

Home

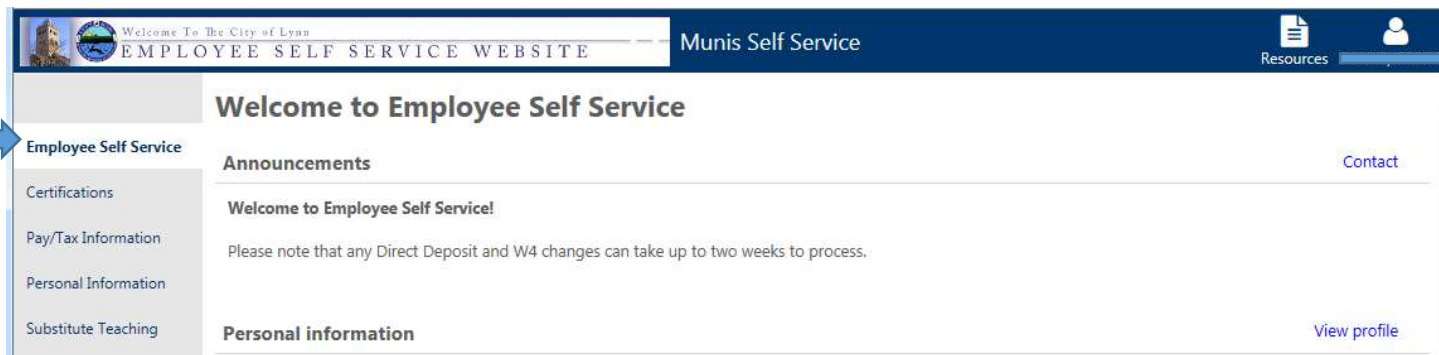
Login

Your password has been successfully changed.

Continue

City of Lynn – Employee Self Service

Click on Employee Self Service to see a summary page with various details.



Welcome To The City of Lynn
EMPLOYEE SELF SERVICE WEBSITE

Munis Self Service

Resources

Welcome to Employee Self Service

Employee Self Service

Certifications

Pay/Tax Information

Personal Information

Substitute Teaching

Announcements

[Contact](#)

Welcome to Employee Self Service!

Please note that any Direct Deposit and W4 changes can take up to two weeks to process.

Personal information

[View profile](#)

By choosing Personal Information, you are able to update your Preferred Name, address, Form delivery options, phone #'s and Emergency Contacts. Please take the time to update/add your Emergency Contacts.

Personal Information



FANNON, ELYSE C

General Contact Dependents Tax form delivery

Name
FANNON, ELYSE C

Email address
efannon@lynnma.gov

Hire date
12/14/2012

Preferred name
ELYSE

Alternate email address

Service date
7/1/2012

Employee ID
3745

Primary location
TREASURER'S OFFICE

Original hire date
12/14/2012

SSN
XXX-XX-XXXX

Check location
TREASURER'S OFFICE

Supervisor

Active status
ACTIVE

Supervisor email

Personnel status
FULL TIME PERMANENT

Edit

If you click on the "Tax Form Delivery" tab, here is where you can change how your annual W2 and 1095 tax forms are delivered to you.

General Contact Dependents **Tax form delivery**

W-2 Delivery Method

- ☐ Mail
- ☐ Primary email
- ☐ Alternate email
- ☐ Mail and alternate email
- ☒ Self service only

1095 Delivery Method

- ☐ Mail
- ☐ Primary email
- ☐ Alternate email
- ☐ Mail and alternate email
- ☒ Self service only

Please consider choosing an email or self service only option. You will receive your documents faster this way than via U.S. mail.